



## Paw Paw Downtown Development Authority

### MEETING MINUTES

**January 21, 2019 • 5:30 p.m.**

DDA Office at the Carnegie Center

129 S. Kalamazoo St. Paw Paw

**Call to order** - Meeting was called to order of the Paw Paw Downtown Development Authority Board of Directors was called to order at 5:31 by Board Chairperson Mary Lou Hartwell.

**In attendance** – Cindy Mount, Susan Metzger, Roman Plaszczak, Joe Romph, Barbara Carpenter, Kimberly Otten, Sidney Shank, Mary Lou Hartwell, Steve Racette, Sarah Moyle-Cale (Village Manager), Mary Holland-Springer (DDA Coordinator)

**Absent** –Ellyn Jones, Maria Diaz, Harold Schuitmaker, Suzy Glomski

#### **No Guests**

**A MOTION** was made by Cindy Mount and **SUPPORTED** by Sid Shank to approve the minutes of the November 19, 2018 Board meeting as presented. **MOTION CARRIED.**

### **GRANT and LOAN APPROVALS**

The Grant review committee reviewed the grant request A grant request from Patrick Warner for \$2,250 for exterior doors was tabled pending clarification documentation.

### **Ongoing Business**

The board discussed the 2019-2020 budget. It was proposed that more funds be added to the Carnegie building maintenance for some exterior painting and window repairs, an additional \$6,000 for Wine and Harvest costs (\$5000 DPS cost & \$1000 PPPD) on top of the 11,000 we currently pay into the festival (for the Fireworks Show and sponsorship), for a total of \$17,000. \$50,000 in funds are being earmarked for 8- 10 way finding signs plus some money set aside for new table and chairs for the Carnegie. Grant and Loan item lines are being combined as well as the uncork and marketing budget lines.

### **Committee and Staff Reports**

**Village Manager's Report** – Sarah reported that a new application is being submitted to MEDC for the grant work on 210 E. Michigan Ave. work should commence on the building sometime around March.

January 28<sup>th</sup> a house is scheduled to be moved from Mattawan through Paw Paw to Hazen Street so some roads will be closed as the house progresses through the downtown.

The Village is working with Abonmarch on a new streetscape project which includes working with SHPO to eliminate the step up from the street. \$375,000 will go towards this project.

**Chamber Report** – There was no Chamber report in the absence of Maria Diaz but Barb reminded everyone of the Chamber's Annual Dinner on March 2<sup>nd</sup> "Spoonfuls and Spirits". Tickets are on sale @ \$25.

**Coordinator's Report** – . Mary gave the staff report. Attached.

### **New Business**

**Member Comments** – Barbara Carpenter requested a copy of the latest bi-laws.

**Adjournment** – 6:11 pm

---

**ACTION ITEM:** Uncork Marketing Committee Meeting – Scheduled for : Wednesday, January 30<sup>th</sup> @ 5:00 at the DDA Office.